

Senior Communications Officer, Australian Water Partnership

Location	Canberra, Australia	Date	11 September 2025
Employment Type	Full time, 37.5 hours per week (or part time as agreed)		
Role Summary	<p>The Senior Communications Officer works within the Partnerships and Communications team, which manages AWP’s partnerships, communications and events, and supports AWP’s future growth strategy within eWater Ltd.</p> <p>Under the direction of the Senior Manager, Partnerships and Communications, the position is responsible for the delivery of AWP’s communications functions, including:</p> <ul style="list-style-type: none"> • The implementation of the AWP Communications Strategy • Supporting with the design and execution of events, and • Representing AWP at international and domestic conferences and events where required. 		
Reports	<p>Reports to: Senior Manager, Partnerships and Communications, Australian Water Partnership</p> <p>Works with: AWP General Manager, Strategy and Operations Lead, Technical Lead, Program Lead, Program Coordinator, Senior Partnerships Officer, M&E Advisor, AWP Program Manager, Officers and Regional Coordinators, eWater Group CEO, COO, Group Communications Manager and corporate staff.</p> <p>Key external relationships: Department of Foreign Affairs and Trade (DFAT) Canberra and Posts, Steering Committee members, Regional Working Group members.</p>		

Core Accountabilities

Strategic Communications & Branding as it relates to the operations of AWP:

- Implement AWP’s Communications Strategy.
- Maintain AWP’s branding style guide and its relationship to DFAT’s Australian Aid brands.
- Manage AWP’s strategic communications across multiple channels – website, events, partner communications, social media and publications.
- Manage contractors in support of AWP’s communications strategy.
- Develop and maintain an AWP branding style guide and design, and its relationship to DFAT’s Australian Aid and the Australia Water Partners for Development brands.
- Manage the production and accessibility of AWP publications and International Standard Book Numbers.
- Lead on proof reading and quality control of all communications (internal and external).

Content management

- In support of the strategy, plan and create content for AWP’s communications channels, focus on storytelling and supporting AWP’s brand and objectives.
- Manage AWP’s social media accounts and partner communications through the AWP website and newsletter.
- Identify, recruit and manage contractor inputs where required.

Website Management & Maintenance:

- Manage the look, feel and structure of the AWP website and oversee the development of graphics, imagery and content.
- Oversee improvements to web functionality/design including liaising with ICT staff on its development.
- Apply and adhere to usability and accessibility guidelines such as Web Content Accessibility Guidelines (WCAG 2.0.)

Events:

- Support the planning and delivery of F2F and online events.
- Represent AWP and eWater at key international and domestic events where required.

Administration

- Work with the Finance team and the Senior Partnerships Officer on finance using the Project Wox platform.

General/Other:

- Adhere to all eWater Group policies and procedures, including but not limited to; Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH); Child Protection; Fraud and Anti-Bribery.
- Other duties as required.

Personnel Specification**Qualifications and Experience****Qualifications:**

- Tertiary qualifications in a relevant discipline (i.e. communications, journalism, marketing) preferred.

Knowledge:

- Excellent strategic communications skills.
- Strong partnerships development and management expertise.
- Strong knowledge and experience in communications and marketing for social benefit.
- Experience managing organisational communication channels including websites, social and digital media.
- Knowledge of the Australian water sector, international development, and/or climate change is highly valued.
- Practical knowledge on how to leverage media channels for impact and influence.

Experience Required:

- At least 10 years' experience in communications in government, not for profits or the private sector.
- Substantial experience in developing and implementing successful communications strategies.
- (Desirable) experience as a manager of a small team working collaboratively with others.

Skills and Attributes

A communications all-rounder with a passion for making a difference by communicating our work on inclusive international development, water and climate change.

The candidate will be dedicated, organised, adaptable, collaborative within and across teams; and will be excited by the potential of storytelling

	<p>to increase the impact of our work. The candidate will also have the capability and flexibility to work hands-on when needed, as well as manage inputs of other team members.</p>
<p>Competencies</p>	<ul style="list-style-type: none"> • Partnerships development and management • Strategic communications • Website and social media content development and management • Project management • Publications management and editing • Events coordination, including online and hybrid events • Newsletter/Electronic Direct Mail (EDM) management • Adobe Creative Cloud • Ability to brief and liaise with contractors including designers, copywriters and editors • Practical knowledge of Web Content Accessibility Guidelines (WCAG)
<p>Conditions of Employment</p>	<p>Essential:</p> <ul style="list-style-type: none"> • The candidate must be eligible to work in Australia. • The position is based in Canberra. • Willingness and ability to travel as required